

**IMPORTANT  
MANDATORY  
ARMY  
POLICY**

**FOR**

**OFFICE PRODUCT**

**PURCHASES**

## **REMINDER**

### **THE ARMY BLANKET PURCHASE AGREEMENTS ON THE DOD EMALL ARE MANDATORY FOR OFFICE SUPPLIES**

THE WEB ADDRESS for the Army BPAs is:

[https://emall.prod.dodonline.net/scripts/emall.asp?Type=UNREG\\_SHOP](https://emall.prod.dodonline.net/scripts/emall.asp?Type=UNREG_SHOP)

All office product ordering will utilize the following priority:

- a. If you have a local self-service supply store you will purchase items from them first.
- b. If you don't have a local self-service supply store or they don't have the item that you require you MUST UTILIZE the Army BPAs for your purchase of office products.

The BPA vendors are required to ship JWOD items first and to substitute JWOD products for the commercial products. The JWOD symbol is clearly shown within the listing. You are required to search for the JWOD symbol.

Vendors on the Army BPA list are both large and small. You are encouraged to give preference to small businesses on the list when possible.

To be in compliance remember the following:

- a. You cannot shop at the local store of the BPA contractor.
- b. You cannot use the contracts on GSA Advantage
- c. Plan your purchases to maximize usage of the Army BPAs.
- d. OCONUS users are required to use the BPAs when the supplier can meet their needs.

IF YOU HAVE A PROBLEM WITH THE DOD EMALL THEY HAVE A HELP DESK  
NUMBER 1-888-352-9333 OPTION 2 OR EMAIL THEM AT:

[DOD-EMALLSUPPORT@DLIS.DLA.MIL](mailto:DOD-EMALLSUPPORT@DLIS.DLA.MIL)

FOR A TUTORIAL ON THE EMALL GO TO

<https://emall.prod.dodonline.net/scripts/emEMALLTutorials.asp>



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
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SFCA-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Army Blanket Purchase Agreements (BPAs) for Office Products

On September 1, 2004, a new suite of 19 mandatory Army Blanket Purchase Agreements (BPAs) became effective for the Army-wide purchase of office supplies. The BPAs were awarded by the Army Contracting Agency and replaced the suite of BPAs previously awarded in 2002. This memorandum provides information and guidelines regarding the newly awarded BPAs and reiterates the directive that, with limited exceptions, use of the Army-wide BPAs is mandatory for all purchases of office products within the continental United States. This supersedes the memoranda dated September 26, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army and December 23, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products.

The new suite of BPAs (Enclosure) was placed against General Services Administration (GSA) Federal Supply Schedules (FSS) held by the vendors and therefore conform with GSA terms and conditions, as well as with additional requirements negotiated by the Army Contracting Agency. Sixteen of the vendors are small businesses and two are consortia that collectively represent over 260 small businesses. The National Industries for the Blind also received a BPA under their corporate GSA FSS. The Army will continue to utilize the Department of Defense (DoD) Electronic Mall (EMALL) to place orders against the BPAs. The objectives of the BPAs are to: standardize the ordering process and provide cost-effective, customer-focused delivery of office products; take advantage of the economies of scale afforded by Army-wide purchasing power; compile purchase data through DoD EMALL; ensure Army compliance with statutory requirements to purchase comparable products available from blind and severely disabled vendors under the Javits-Wagner-O'Day Act (JWOD) program; and maximize small business opportunities. The terms and conditions will be strictly enforced through diligent contract administration. BPA holders will offer only items listed within their respective GSA FSS, and all GSA catalog prices will be further discounted on the Army BPAs.

Office products are consumable items that are routinely used in an office environment. Mandatory use of BPAs applies to products meeting the definition established by GSA for FSS 75 200 class of items, as follows:

"Office products would include, but are not limited to, items such as: pens, pencils, markers, xerographic paper, printing paper, fax paper, binders, tape,

envelopes, transparency film, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, and toner cartridges."

With limited exceptions, all Army purchases for office supplies must be made against the BPAs and all orders shall be placed via the DoD EMALL. Cardholders may not purchase office supplies directly from a vendor's website or retail store, even if that vendor is a BPA holder. Orders exceeding the micro-purchase threshold may be placed against these BPAs provided the cardholder has been delegated increased purchase authority, and orders are competed among all BPA holders.


Exceptions to the mandatory use of the BPAs and DoD EMALL are as follows:

- a. In the event the DoD EMALL is unavailable for more than 24 hours, cardholders may place an order with a BPA vendor through another form of communication.
- b. Cardholders shall purchase office products from local alternative self-service supply stores known as base support stores where installation agreements exist.
- c. A mandatory JWOD office product may be purchased from other than a base support store or BPA vendor if the product appears to be priced above fair market value. If so, and if the lowest price among the three potential sources (BPA vendor and base support store) is still above fair market value, the mandatory JWOD item must still be purchased, but it may be purchased from the non-BPA vendor. In such a case, the purchaser must notify the Army JWOD point of contact, Ms. Dorothy Hindman, telephonically at (703) 681-1032, or by e-mail at Dorothy.hindman@hqda.army.mil.
- d. The vast majority of office product requirements should be identified at least a few days in advance of need. However, if a need is so urgent that an office product is required the same day, the cardholder may purchase the item through another source. If such an urgent purchase is made, the cardholder file should appropriately document the reason for buying the item outside the BPAs.

The Defense Logistics Agency is working to improve the DoD EMALL. An "Army Corridor" is now in place to ensure cardholders remain within the Army BPA shopping environment. A new and improved EMALL search engine will be implemented in the

coming months to improve cardholder search capabilities. We continue to coordinate with the DoD EMALL Program Management Office to make EMALL easier and more efficient for Army users. An EMALL Help Desk has been established to assist users with registration and ordering problems. The toll free number is 1-888-352-9333. The EMALL can be accessed through [www.emall.dia.mil](http://www.emall.dia.mil).

For additional assistance, please contact Ms. Charlene Jeong at the Army Contracting Agency, Southern Region Contracting Center - East. She can be reached at commercial 404-464-1783, DSN 367-1783, or e-mail: [jeongca@forscom.army.mil](mailto:jeongca@forscom.army.mil).

*For*   
E. Ballard *Deputy*  
Deputy Assistant Secretary of the Army  
(Policy and Procurement)

Enclosure

**DISTRIBUTION:**

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## ARMY BPA CONTACT LIST

ACCESS PRODUCTS (DBA Imaging Systems) (\$50.00 Minimum)	800-779-7799
ABM FEDERAL SALES (\$50.00 Minimum)	800-266-5020
AMERICAN OFFICE PRODUCTS (AOPD) (\$50.00 Minimum)	630-761-0600
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